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INSTRUCTION NO.
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ORGANIZATION
December 1956

2. Conduct visual inspection on nontechnical items to check condition.
3. Maintain current Agency and Department of Defense catalogs and technical manuals.

(b) Packing and Shipping Unit

1. Preserve, pack and crate material for shipment or return to stock.
2. Check and ensure
3. Maintain consolidated area for material to be packed or crated.
4. Release shipments to transportation.

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(c) Receiving Unit

1. Supervise and coordinate all action pertaining to receipt of material, regardless of source.
2. Unload all material and ascertain correct quantity.
3. Exercise documentary control of material during the process of inspection.
4. Distribute material as determined by inspection performed.
5. Prepare receiving and discrepancy reports as required.

(d) Warehousing Unit

1. Ensure proper warehousing and selection of material.
2. Provide a document control and locator system: assist and/or perform locator and inventory surveys.
3. Maintain control and follow-up of all material forwarded to Technical Testing Section until delivered to the Packing and Shipping Unit.
4. Ensure performance of preventive maintenance and surveillance for all stock.

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(6) Technical Testing Section (Tenant)

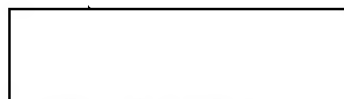
- (a) This Section is responsible to the Office of Communications.
- (b) Perform functional testing on all incoming and outgoing communications material.
- (c) Accomplish major or minor repairs and modifications as required.

(7) Transportation Section (Tenant)

- (a) This Section is responsible to the Transportation Division.
- (b) Provide necessary transportation for the Depot in connection with receipt and distribution of materials (including both [redacted] shipments).

3. ORGANIZATION

See Organization Chart (page 2).



JAMES A. GARRISON
Director of Logistics

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OL/AS: [redacted] et

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